(DRAFT) Community Hubs Advisory Committee Terms of Reference

Date Adopted:
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GREATER DANDENONG
City of Opportunity

Contents

1. Purpose 1
2. Objectives 1
3. Term of Appointment 1
4. Role of Advisory Committee 2
5. Membership 2
- Membership 2
- Community and community hub tenant representatives 2
- Councillor Representative 2
- Senior Council Officer Representative Role The role of the Senior Council Officer representative is to: 3
- Resignation, Removal and Vacancies 3
- Co-opted Members and Non-Member Attendance 4

6. Appointment 4
- Community Representatives 4
- Community hub tenants 4

7. Chairperson 5
8. Committee Member Responsibilities 5
- Induction 5
- Conflicts of Interest 6
- Media Protocols 6
- Terms and Conditions 6
- Disclosure of Personal Details 6
- Code of conduct 7
- Authority Constraints 7

9. Selection Criteria for Community Members 7
10. Community Representation Selection Process 8
11. Community Member Selection Panel 8
12. Voting Rights and Decision Making 8
- Quorum 8
- Voting 9

13. Scheduled Meetings and Participation 9
14. Administration and Reporting of Minutes and Recommendations to Council 9
- Administration Support and Distribution of Agendas and Minutes 9

Attendance and Record of Meetings 10
15. Working Groups **10**
16. Reporting and Requirements **10**
17. Policy Adherence **11**
Confidentiality 11
Freedom of Information 11
Breaches 11
18. Evaluation and Review **11**
19. Contact **12**

1. Purpose

The City of Greater Dandenong manages various community hubs across the municipality, which serve as central points for community development, civic engagement, and local services. These hubs are designed to enhance community connectivity, engagement, and well-being by promoting programs, activities, and partnerships tailored to local needs.

The establishment of the Community Hubs Advisory Committee aligns with the Greater Dandenong Council Plan and the objectives of Council's Community Engagement Policy and Framework, ensuring that the committee operates within the levels of "Involve" and "Collaborate" on the public participation spectrum. This committee contributes to Council's commitment to genuine and meaningful community engagement across multiple hubs within the municipality.

The purpose of the Community Hubs Advisory Committee is to provide strategic advice to the Council of the City of Greater Dandenong on matters related to community development, engagement, and the promotion, evaluation, and development of all community hubs within the municipality.

2. Objectives

The objectives of the Community Hubs Advisory Committee are to:

- Advise Council on strategic opportunities to enhance community connection and access to all community hubs within Greater Dandenong.
- Identify opportunities to promote engagement, programs, and activities across the hubs.
- Ensure effective communication between community representatives and Council.
- Identify opportunities for partnerships, improvement initiatives, programs, and activities at the hubs.
- Contribute to the achievement of community development goals across multiple hubs.
- Provide feedback on the review of strategic plans, action plans, policies, programs, and services related to the hubs.
- Address emerging issues impacting the hubs.
- Promote a positive profile for all community hubs in the municipality.

3. Term of Appointment

The Community Hubs Advisory Committee will be appointed for a two-year period from the date endorsed by Council unless otherwise resolved by Council.

An individual who has held membership for 3 consecutive terms must take a 12 month break before being eligible for re-appointment.

Requirements for re-appointment of Advisory Committee Members will follow the same selection process as set out in this Terms of Reference.

Members terms of appointment are to be endorsed at an Ordinary Meeting of Council.

4. Role of Advisory Committee

The committee provides strategic advice to Council on the needs of the community concerning the implementation of relevant strategies and policies.

Recommendations proposed by the Committee are to be evidence based, meet the objectives of the Committee and to be within the authority constraints of the Committee. If a recommendation meets the former criteria, it will require approval of Council's Executive Team before considered for endorsement at an Ordinary Meeting of Council.

5. Membership

Membership

The Committee will comprise:

- Up to 2 Councillor Representatives.
- One representative from each community hub tenant (for example Springvale ad District Historical Society)
- At least one Council Officer from the Community Services Directorate.
- Up to 9 community representatives, including at least 4 local residents from different suburbs of the municipality that have a community hub, appointed by Council. Members will be drawn from diverse backgrounds, reflecting the multicultural fabric of Greater Dandenong.

Community and community hub tenant representatives

Committee members are expected to:

- Prepare for, attend, actively participate and be punctual to meetings
- Act in accordance with the Advisory Committee's Terms of Reference and Council Code of Conduct

Councillor Representative

The nominated Councillor Representatives to the Community Hubs Advisory Committee will:

- Be appointed by Council in accordance with the annual statutory Council appointments.
- Act as a link between the Council and the Community Hubs Advisory Committee.
- Consistently adhere to the most current version of the Councillor Code of Conduct.

Senior Council Officer Representative Role

The role of the Senior Council Officer representative is to:

- Prepare for, attend, actively participate and be punctual in Advisory Committee Meetings
- Foster a positive working relationship amongst Advisory Committee members and Council
- Keep members informed of developments and activities between meetings
- Review Committee recommendations and where relevant, present recommendations and feedback to Council's Executive Team and Council as required
- Advise the committee on the progress or outcomes of matters before Council
- Act in accordance with the Advisory Committee's Terms of Reference and Council Code of Conduct

Resignation, Removal and Vacancies

Members of the Hubs Advisory Committee may resign from their position on the committee at any time by providing written notice to the Chairperson of their intention to resign.

Council reserves the right to remove members from their Advisory Committee positions when there is a demonstrated failure to meet the obligations outlined in the Terms of Reference.

Should a vacancy arise, during the tenure of the Committee, the vacancy shall be addressed through the formation of a Selection Panel by Council Officers and the Selection Process set out in Terms of Reference.

The term for any member appointed part way through the tenure of the Community Hubs Advisory Committee shall expire in line with the other members of the Advisory Committee.

If Council receives a request for membership in addition to the appointed members such a request will only be considered if a vacancy exists, or Council resolves otherwise.

Vacancies of organisational or group representatives will be filled by direct nomination of the relevant organisation or group.

If a vacancy arises less than six months before the end of the term, the Committee may resolve to leave the vacancy unfilled for the interim.

Co-opted Members and Non-Member Attendance

The Advisory Group may invite suitably skilled persons (either professional or community based) to join the group in an advisory capacity for a specific purpose and period of time.

Relevant senior officers across Council Departments may be invited to attend the Advisory Committee to provide advice and input as needed to assist the Committee in their deliberations.

Co-opted members, invited community members and invited council officers do not have any voting rights.

6. Appointment

Community Representatives

Community representatives will be called for by advertising in the local media and on Council's website and other suitable channels. Suitably qualified, connected and experienced community representatives may also be invited to nominate.

A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Community representatives and recommended to Council for appointment. Officers may seek further information from nominees or their referees as part of the selection process.

Membership on the Community Hubs Advisory Committee is voluntary, and all members must be at least 18 years old.

Community Representatives will be appointed by Resolution of Council following recommendation by a Selection Panel. Successful nominees will be formally notified in writing as soon as possible following Council's endorsement.

Community hub tenants

A representative will be appointed by any community organisation who is a tenant of a Council operated community hub and Council will be advised in writing of their nominated representative.

7. Chairperson

The Chairperson will be an external non-Council member elected by the Committee, elected at the commencement of the committees endorsed term and will remain the chair throughout the appointment term. In the absence of the Chairperson from a meeting, the meeting will appoint an acting Chairperson, who shall be a non-council member.

The role of the Chairperson is to ensure:

- All meetings are conducted in accordance with Council's Governance Rules
- Liaise with Council's Creative and Engaged City management, Business Support Officer and other Council Officers for the purpose of Agenda and Minute preparation
- Obtain consensus from all advisory committee members when developing recommendations to Council and ensure recommendations meet requirements.
- Foster a positive working relationship amongst all Advisory Committee members
- Ensure all members are given equal opportunity to participate in Committee discussions
- Keep members informed of developments and activities between meetings
- Act in accordance with the Committee's Terms of Reference and Council Code of Conduct
- Ensure that meetings are conducted in accordance with the objectives of the Committee.

8. Committee Member Responsibilities

Induction

New members will be required to undergo an induction process as soon as possible after their appointment to the Committee to ensure they are familiar with relevant Council documents, process and operating requirements, including but not limited to:

- Overview of Council
- Current Council Plan
- Community Plan 2030
- Budget Process
- Reporting Requirements
- Community Engagement Policy and Framework
- Transparency Policy
- Conflicts of Interest
- Privacy and Personal Data Policy
- Victoria Charter of Human Rights and Responsibilities
- Media Policy
- Appropriate Workplace Behaviours Policy

- Diversity, Access, and Equity Policy
- Code of Conduct – Staff
- Governance Rules
- Relevant policies and strategies involving Community Hubs
- Reconciliation Action Plan

Conflicts of Interest

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson either prior to a meeting or before the specific item is discussed. Disclosure must include the nature of the relevant interest.

A member who has a direct or indirect conflict of interest (i.e. Interest by close association, financial interest, conflicting duty, personal gain or loss) regarding an item to be considered or discussed by the Committee, must leave the meeting and remain absent until the conclusion of the discussion.

The conflict of interest, including the nature of the interest will be recorded in the meeting minutes including the time the member left the meeting and the time they re-joined the meeting.

If a community member nominates for Local, State or Federal elections, they must stand down from their position from the time they declare they have nominated until the results of the election are announced. If a member is elected, they will be required to resign from their current position on the Committee.

Media Protocols

All Advisory Committee members must act in accordance with Council's Media Policy and refer all media enquiries to Council's Media and Customer Experience Department for a response.

The Mayor of the day remains the spokesperson for all Council activities, Advisory Committee members are not to represent the Committee or Council to the media or on social media, unless approved by the Manager Media and Communications.

Terms and Conditions

All members of the Community Hubs Advisory Committee will be required to accept and sign the agreed Terms and Conditions as part of their membership.

Disclosure of Personal Details

In accordance with Council's Transparency Policy, member's name, qualifications, and current committee position will be listed on Council's website.

Code of conduct

All members of the Community Hubs Advisory Committee will be required to abide by Council's Code of Conduct - Staff (which includes volunteers) or Code of Conduct - Councillors.

Authority Constraints

The Community Hubs Advisory Committee has no authority to:

- Act on decisions or advice without Council Approval
- Expend money on behalf of Council
- Commit Council or its resources to any arrangements
- Consider any matter outside its area of reference
- Direct Council Officer in the performance of their duties.

9. Selection Criteria for Community Members

Community representatives of the Springvale Community Hub Committee must be able to demonstrate:

- A genuine interest in community development and engagement within Greater Dandenong.
- Awareness of key activities, interests, and community concerns relevant to the hub, such as arts, sustainability, and health and wellbeing.
- Strong skills, experience, and competency to contribute valuable input to the Committee.
- The ability to work collaboratively and effectively as part of a team, be able to understand different perspectives and embrace differences
- A commitment to embracing diversity and fostering inclusivity.
- Broad connections within the community.
- A solid understanding of local social, cultural, linguistic, environmental, and economic factors.
- Willingness to provide informed advice to Council on trends and opportunities related to community engagement, development, and programs within the municipality.
- Familiarity with the priorities outlined in Council's strategic plans and policies relating to community hubs.
- Preparedness to actively participate in and contribute to scheduled meetings.
- The capacity to act in the best interest of the community, putting collective concerns above personal interests.
- Commitment to the required term and attendance of the majority of scheduled meetings.

10. Community Representation Selection Process

Community representatives will be called for by advertising in the local media and on Council's website and other suitable channels. Suitably qualified, connected and experienced community representatives may also be invited to nominate.

A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Community representatives and recommended to Council for appointment. Officers may seek further information from nominees or their referees as part of the selection process.

Membership on the Community Hubs Advisory Committee is voluntary, and all members must be at least 18 years old.

A recommendation of preferred candidates will be submitted for consideration and approval at an Ordinary Meeting of Council. Successful nominees will be formally notified in writing as soon as possible following Council's endorsement.

11. Community Member Selection Panel

The selection panel will comprise:

- Manager Creative and Engaged City
- Coordinator Cultural and Community Hubs
- Coordinator Experience and Partnerships
- Community Hub Development Officer.

Once any nominations have been considered and a recommendation provided, the selection panel will be disbanded.

12. Voting Rights and Decision Making

It is preferable that recommendations of the Community Hubs Advisory Committee are made by consensus however there may be circumstances where a matter is decided by a vote.

Quorum

The quorum for the Advisory Committee must be half plus one, which is the majority of the number of Committee Members with voting rights.

If a quorum is not present within 30 minutes of the schedule start of the meeting the meeting may reconvene at a suitable time or proceed but without any votes being conducted.

A quorum must be maintained for voting purposes.

Voting

Each member is entitled to one (1) vote. The Chairperson may exercise a casting vote should this be necessary.

Votes shall be taken by a show of hands and recorded in the minutes of the meeting.

Councillors, Council Officers, and guest who are not members of the committee are not entitled to vote.

13. Scheduled Meetings and Participation

The Community Hubs Advisory Committee will be scheduled quarterly. Additional meetings may be scheduled as agreed by the Committee.

It is intended that each meeting shall not exceed two (2) hours in duration. If a meeting is to extend beyond this time a vote shall be taken by show of hands to decide if the meeting shall continue or be reconvened at another time.

Under special circumstances a meeting may be cancelled, re-scheduled or extended.

All meetings shall be held at a pre-advised location or in a virtual environment as required.

It is anticipated that members will be required to commit a minimum of two hours per month to the activities of the advisory committee.

It is expected that each member of the Community Hubs Advisory Committee will attend at least three of the four scheduled meetings each year.

14. Administration and Reporting of Minutes and Recommendations to Council

Administration Support and Distribution of Agendas and Minutes

The management of the Advisory Committee will be overseen by the Manager, Creative and Engaged City.

Administration support will be provided by Council staff to assist the Advisory Committee to function efficiently and effectively, including but not limited to servicing all scheduled Advisory Committee meetings and the timely preparation and distribution Agendas and Minutes.

All Committee Members are able to submit an Agenda item in accordance with the Terms of Reference.

Agenda items must be submitted to Council (either by the Committee Chairperson or a nominated Council Contact) no less than ten (10) working days prior to the finalisation and distribution of the agenda.

The Chairperson in consultation with the (Council Officer Representative with voting rights) will be responsible for coordinating the preparation and distribution of Agendas.

Agendas will be made available to Committee Members no less than five (5) working days prior to a scheduled committee meeting.

Minutes will be distributed in a timely manner to all members to ensure accuracy prior to formal endorsement by the Committee at a subsequent meeting.

Unconfirmed Minutes will be reported to an Ordinary Meeting of Council for noting.

Attendance and Record of Meetings

All attendance, apologies, conflicts of interests, recommendations and outcomes will be recorded in the Minutes of all meetings held where a quorum is present.

The meeting will be recorded for minute taking purposes. The minutes will provide a summary of key discussions, decisions, and action items, rather than a verbatim transcript.

Administrative Support and distribution of agendas and will be overseen by Council staff in the Creative and Engaged City department.

15. Working Groups

Working Groups of the Advisory Committee may be established at the discretion of the Community Hubs Advisory Committee.

Working Groups may be developed to implement particular actions or roles of the Advisory Committee. The establishment of a working group will be conducted under specific objectives and/or expected outcomes and timelines, which will be determined by the Advisory Committee.

The Advisory Committee will determine the role, responsibility, and resourcing of working groups. It will retain the ability to conclude a working group or the group's formal relationship with the Advisory Committee at its discretion and/or at the achievement of its objectives.

16. Reporting and Requirements

The minutes of meetings where a quorum is present must be routinely reported to an Ordinary Meeting of Council for noting.

Periodic progress reports on the activities and outcomes of the Advisory Committee will be reported to a Councillor Briefing Meeting or via the Councillor's weekly newsletter (Infosum).

Additional advice and/or recommendations by the committee may also be provided to Council through Infosum or a scheduled Councillor Briefing Session where appropriate.

17. Policy Adherence

Confidentiality

Information discussed, received, used or created by the Community Hubs Advisory Committee deemed confidential, must not be disclosed to any person who is not a member of the committee.

Any member who discloses information that they know or should reasonably know to be confidential will be found in breach of the Terms of Reference.

The Community Hubs Advisory Committee must act in accordance with Council's Transparency Policy and the Public Transparency Principles as outlined in the Local Government Act 2020.

Freedom of Information

All documents produced by or relating to the Advisory Committee that are not publicly available or deemed confidential are subject to the *Freedom of Information Act 1982.*

Breaches

The City of Greater Dandenong by resolution of Council may terminate a Committee member's appointment for breaching the Terms of Reference set out in this document and/or Council's Code of Conduct – Staff/Councillor.

All members of the Community Hubs Advisory Committee will be required to accept and sign the Terms and Conditions statement.

18. Evaluation and Review

A review of the Advisory Committee will be undertaken as required to ensure the purpose, membership and operations of the committee remain effective and in line with Council objectives.

Appropriate changes to the purpose and outcomes of the Committee and amendments to the Terms of Reference may be made as part of the review process.

The Community Hubs Advisory Committee Terms of Reference will be reviewed prior to the appointment of a new committee by the Creative and Engaged City

department and if there are changes to the document, re-endorsed at an Ordinary Meeting of Council, unless otherwise advised by Council.

Council has the right to conclude the Advisory Committee by resolution of Council at any time if it is found that the Committee is no longer beneficial to the needs of the Community.

19. Contact

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Terms and Conditions

I agree to:

- ✓ Attend the Community Hubs Advisory Committee meetings and provide apologies in advance where attendance is not possible.
- ✓ Act in an advisory capacity by disseminating authorised information within the community and to provide insight and advice to inform Council.
- ✓ Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate.
- ✓ Contribute in a positive way to finding solutions to issues or concerns.
- ✓ At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care.
- ✓ Represent the views of my organisation, interest group or community and not individual views at odds with my organisation, group or community.
- ✓ Notify Council of any potential conflict of interest that may arise with respect to my participation on the Community Hubs Advisory Committee.
- ✓ Allow my comments from the meetings to be noted in the written and recorded minutes.
- ✓ Allow Council to promote my participation in the Community Hubs Advisory Committee in order to facilitate community feedback and participation.
- ✓ Not disseminate confidential or personal information that is discussed at the Community Hubs Advisory Committee meetings as advised by the Community Hubs Advisory Committee Chair.
- ✓ Act in accordance with Council's Media Policy and not make any media comment on behalf of Council or the LGBTIQA+ Advisory Committee unless approved by the Media and Communications Department
- ✓ Adhere to the relevant Council Policies and Guidelines.

Signed:_____

Name:_____Date:_____